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## United States Senate

SELECT COMMITTEE ON INTELLIGENCE  
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PPA FILE

SSC  
Sen Hatch

July 27, 1988

Mr. Ray Huffstutler  
Deputy Director for Administration  
Central Intelligence Agency  
Washington, D.C. 20505

Dear Mr. Huffstutler:

I am writing to bring to your attention a matter which may present an opportunity to achieve substantial cost savings for the Central Intelligence Agency.

Recently, I have been made aware of the housekeeping and industrial management services of the ServiceMaster Company. These services have been extensively utilized among Fortune 500 companies over the past several years to achieve dramatic cost savings in the area of housekeeping and maintenance. This kind of service provides an attractive alternative to contracting out in many cases since existing employees are retained and only a small managerial team is on site to provide management and training. Security concerns, therefore, are also minimized.

The Department of Defense has demonstrated a keen interest in the ServiceMaster concept over the past several months, and the Department of the Army has now agreed to initiate a pilot program to test the concept. The Departments of the Navy and Air Force are also giving active consideration to a pilot program.

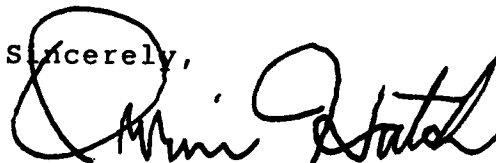
The ServiceMaster Company recently sent a letter to you regarding this matter but, unfortunately, received a form letter reply (see attached).

In my view, this matter holds sufficient promise for achieving substantial cost savings that it would be appropriate for you to meet with a ServiceMaster representative to ascertain whether the ServiceMaster concept could be applied to the requirements of the Central Intelligence Agency.

Mr. Ray Huffstutler  
July 27, 1988  
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I would be interested in hearing your reaction to the ServiceMaster concept should you be able to arrange such a meeting.

Sincerely,

A handwritten signature in black ink, appearing to read "Orrin G. Hatch". The signature is fluid and cursive, with the first name "Orrin" being more prominent and the last name "Hatch" following in a similar style.

Orrin G. Hatch  
United States Senator

Attachment



Washington D.C. 20505

14 JUL 1988

ServiceMaster Industrial Management Services  
983 Old Eagle School Road  
Wayne, Pennsylvania 19087

Attention: Mr. Roger D. Thorne  
Division Manager - East Coast

Dear Mr. Thorne:

Your letter to the Deputy Director for Administration of the Central Intelligence Agency has been forwarded to this office for action. In order that we can inform the components within this Agency of the capabilities which you offer, it would be appreciated if you would complete and return the enclosed Solicitation Mailing List Application and Certificate Pertaining to Foreign Interests (TO BE COMPLETED BY THE PARENT COMPANY), along with any descriptive literature on your product and/or services to the address below:

Procurement Management Staff  
Office of Logistics  
Central Intelligence Agency  
Washington, D.C. 20505

Upon receipt of the completed forms, your company's name will automatically be placed on our Bidders Mailing List and your material routed internally. The interested component will contact you when there is a need or a requirement.

Thank you for offering your services to the Central Intelligence Agency.

Sincerely,

Procurement Management Staff  
Office of Logistics

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Enclosures

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